

**IllinoisJobLink.com Training Presentation**

# **Optimizing your Resume with Resunate**



## New Resume

Tell us about the job you'd like to find. This information will help us better match you to prospective jobs. If you want to upload a resume you have already created in Microsoft Word, answer all questions on this screen and use the field at the bottom of the screen to find and select the resume file to upload. Click **Cancel** to return to your Resumes screen.

Resume Title\*

Each resume you add must have a unique title. It should be relevant to the type of work you are seeking.

Job Title\*

Enter the title of the job you want, such as Accountant, Fast Food Cook, Interior Painter, Administrative Assistant, etc. We recommend that the job title be based on your experience and training. The job title will be used to create the headline for your resume.

Relevant Work Experience\*

 years and  months

Enter the total number of years and months of your work experience that are relevant to the work you are seeking. The months must be less than twelve. If you have nothing to enter in either or both fields, enter zero.

Education level

Are you willing to move to another location for work?\*

In what area would you like to find employment?\*

This address will be used for job matching. If the location of your primary work search is elsewhere, enter that complete address. Your resume will display to employers that conduct resume searches for your designated area and that are within the one-way commuting distance you set. This is for job-matching purposes only.

What is the maximum distance (in miles) you are willing to commute to work one-way?\*

Enter only numbers in this field.

Are you willing to travel as a requirement of the job?\*

This does not refer to your willingness to commute to work from your home every day.

What is the salary type for your desired salary?\*

Enter your minimum desired salary.\*

Enter only numbers in this field, for example, 30000 for annual, 12.00 for hourly or 0.75 for per mile amounts. The maximum allowable amounts are 1000000 for annual, 100.00 for hourly and 1.00 for per mile.

Are you seeking full-time or part-time work?\*

What is your preferred shift?\*

Are you willing to accept temporary work?\*

Do you have a valid driver's license?\*

Select resume file to upload

To upload your resume, click Browse to select your resume. Your resume file must be a Microsoft Word document.



Resume was successfully created.

## Select Occupation - Work Wanted

Select the job title that most closely matches the job you are seeking. This will not appear on your resume but will assist you in your job search and will be used to create an objective statement and a summary of qualifications statement that you can use on your resume. If no occupations are displayed, click **Go Back** to enter a different Job Title.

12 Matches

### **Special Education Teachers, Preschool**

Special Education Teachers, Preschool : Teach preschool school subjects to educationally and physically handicapped students. Includes teachers who specialize and work with audibly and visually handicapped students and those who teach basic academic and life processes skills to the mentally impaired.

### **Special Education Teachers, Kindergarten and Elementary School**

Special Education Teachers, Kindergarten and Elementary School : Teach elementary school subjects to educationally and physically handicapped students. Includes teachers who specialize and work with audibly and visually handicapped students and those who teach basic academic and life processes skills to the mentally impaired.

### **Special Education Teachers, Middle School**

Special Education Teachers, Middle School : Teach middle school subjects to educationally and physically handicapped students. Includes teachers who specialize and work with audibly and visually handicapped students and those who teach basic academic and life processes skills to the mentally impaired.

### **Special Education Teachers, Secondary School**

Special Education Teachers, Secondary School : Teach secondary school subjects to educationally and physically handicapped students. Includes teachers who specialize and work with audibly and visually handicapped students and those who teach basic academic and life processes skills to the mentally impaired.

### **Career/Technical Education Teachers, Middle School**

Career/Technical Education Teachers, Middle School : Teach occupational, career and technical, or vocational subjects in public or private schools at the middle, intermediate, or junior high level, which falls between elementary and senior high school as defined by applicable laws and regulations.

### **Middle School Teachers, Except Special and Career/Technical Education**

Middle School Teachers, Except Special and Career/Technical Education : Teach students in one or more subjects in public or private schools at the middle, intermediate, or junior high level, which falls between elementary and senior high school as defined by applicable laws and regulations.

### **Teacher Assistants**

Teacher Assistants : Perform duties that are instructional in nature or deliver direct services to students or parents. Serve in a position for which a teacher has ultimate responsibility for the design and implementation of educational programs and services.

### **Recreation and Fitness Studies Teachers, Postsecondary**

Recreation and Fitness Studies Teachers, Postsecondary : Teach courses pertaining to recreation, leisure, and fitness studies, including exercise physiology and facilities management. Includes both teachers primarily engaged in teaching and those who do a combination of teaching and research.

### **Elementary School Teachers, Except Special Education**

Elementary School Teachers, Except Special Education : Teach students basic academic, social, and other formative skills in public or private schools at the elementary level.

### **Education Teachers, Postsecondary**

Education Teachers, Postsecondary : Teach courses pertaining to education, such as counseling, curriculum, guidance, instruction, teacher education, and teaching English as a second language. Includes both teachers primarily engaged in teaching and those who do a combination of teaching and research.

### **Career/Technical Education Teachers, Secondary School**

Career/Technical Education Teachers, Secondary School : Teach occupational, career and technical, or vocational subjects at the secondary school level in public or private schools.

### **Vocational Education Teachers, Postsecondary**

Vocational Education Teachers, Postsecondary : Teach or instruct vocational or occupational subjects at the postsecondary level (but at less than the baccalaureate) to students who have graduated or left high school. Includes correspondence school, industrial, and commercial instructors; and adult education teachers and instructors who prepare persons to operate industrial machinery and equipment and transportation and communications equipment. Teaching may take place in public or private schools whose primary business is education or in a school associated with an organization whose primary business is other than education.

[Go Back](#)



## Miscellaneous Information

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◦ \* indicates a required field.

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**Job Title\***

Enter the title of the job you want, such as Accountant, Fast Food Cook, Interior Painter, Administrative Assistant, etc. We recommend that the job title be based on your experience and training. The job title will be used to create the headline for your resume.

**Relevant Work Experience\***

 years and  months

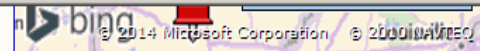
Enter the total number of years and months of your work experience that are relevant to the work you are seeking. The months must be less than twelve. If you have nothing to enter in either or both fields, enter zero.

**Education level**

**Are you willing to move to another location for work?\***



mental status review. 2. Review and evaluate the individual's current medications and physician's orders. 3. Train DSPs on med...



Pin locations are only approximate.

## 2. Case Management Coord II

**Posted:** 07/11/2014

**Updated:** 07/12/2014

**City:** Chicago, IL [Locate](#)

**Company:** Blue Cross Blue Shield of Illinois

**Sources:** Illinois JobLink

**Job Number:** 1958855

We are an Equal Opportunity Employment / Affirmative Action employer dedicated to workforce diversity and a drug-free and smoke-free workplace. Drug screening and background investigation are required, as allowed by law. All qualified applicants will receive consideration for employment without rega...

## 3. RN First Assistant - Centralia

**Posted:** 06/17/2014

**Updated:** 06/18/2014

**City:** Centralia, IL [Locate](#)

**Company:** ST. MARY'S GOOD SAMARITAN

**Sources:** Illinois JobLink

**Job Number:** 1871093

The Registered Nurse First Assist provides direct patient care to perioperative patients, and assists the surgeon with intra-operative procedures, while using the nursing process pre-operatively, intra-operatively, and post-operatively.

## 4. INFECTION CONTROL PRACT

**Posted:** 06/13/2014

**Updated:** 06/14/2014

**City:** Chicago, IL [Locate](#)

**Company:** Presence Health





Employers may not consider you if methods other than those listed are used.

[Make Referral](#)

## Need Help?

Contact your local [Workforce](#) or [One-Stop Center](#).

## View Other Jobs

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then return to this page to apply

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JobFocus™ Score

ReCalculate3.0

Content Suggestion (Beta)

Click to see what relevant information you're missing from your resume.

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Focus Resume

Auto Focus

Removed Info

All information

Resume

Create a resume for this job

Returning Resunate User

Enter your email address

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OR

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Add information to be used in your application.

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Content Suggestion (Beta)

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Removed Info

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Get Started

1 Import Resume

Browse

File name:  
no file selected

OR

Import LinkedIn profile

Don't have either?  
Build a resume from scratch.

2 Enter a job description

Copy and paste in a job description

Job Details	Related
Links:	Comparison
Physical Therapist - PT - Quincy, IL	Job Description:
Physical Therapist - PT - Quincy,	

No specific position in mind

GO







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Choose Template

Enter Job



Score & Optimize Resume

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ReCalculate

3

▼ Content Suggestion (Beta)

Click to see what relevant information you're missing from your resume.

Suggest Content

▼ Focus Resume

Auto Focus



▼ Removed Info

feedback

## Get Started

### 1 Import Resume

Browse

File name:  
Nurse 2.docx

OR

Import **LinkedIn** profile

Don't have either?  
[Build a resume from scratch.](#)

### 2 Enter a job description

☒ Copy and paste in a job description

Job Details	Related
Links:	Comparison
Physical Therapist - PT - Quincy, IL	Job Description:
Physical Therapist - PT - Quincy,	

☐ No specific position in mind

GO




[Start New Resume](#)
[Choose Template](#)
[Enter Job](#)


## Score & Optimize Resume

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### ▼ Content Suggestion (Beta)

Click to see what relevant information you're missing from your resume.

[Suggest Content](#)

### ▼ Focus Resume

Auto Focus

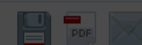


### ▼ Removed Info

## All information

Add information

Resume Unnamed



PDF



## Welcome to Résunate

Your profile has been converted into a résumé, and you can follow some quick steps to improve your résumé for this job.

[Take a Tour](#)
[No tour, just build a résumé!](#)

Attain full-  
patients a

LPN looki

**Foxes Grove Wood River, IL**  
**Licensed Practical Nurse (LPN)**

2013 - 2014

- Administer prescribed medications or start intravenous fluids, noting times and amounts on patients' charts
- Observe patients, charting and reporting changes in patients' conditions, such as adverse reactions to medication or treatment, and taking any necessary action
- Answer patients' calls and determine how to assist them
- Measure and record patients' vital signs, such as height, weight, temperature, blood pressure, pulse, and respiration

**Bethalto Care Center Bethalto, IL**  
**Licensed Practical Nurse (LPN)**

2012 - 2012

- Sterilize equipment and supplies, using germicides, sterilizer, or autoclave
- Set up equipment and prepare medical treatment rooms
- Collect samples, such as blood, urine, or sputum from patients, and perform routine laboratory tests on samples
- Inventory and requisition supplies and instruments
- Documenting/Recording Information




[Start New Resume](#)
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## Score & Optimize Resume

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### Content Suggestion (Beta)

Update Suggestions

Do you have experience in any of these areas?

Document resident care in accordance with RehabCare, regulatory, licensing, payer and accrediting requirements

Instruct resident's family or

### Focus Resume

Auto Focus



### Removed Info

## All information

Add information

Resume Nurse



## Jane Doe

123 S. Main Street | Chicago, IL [zip]  
jane.doe@gmail.com | [website] | [telephone]

### OBJECTIVE

Attain full-time employment with an organization providing quality/compassionate care and service to patients and their families.

### SUMMARY

More than 20 years of LPN experience in clinical settings providing nursing care to infants, children and adolescents. Educational experience providing clinical guidance and instruction to nursing students on adolescent med-surg units.

### EXPERIENCE

#### ABC Hospital Chicago, IL Licensed Practical Nurse (LPN)

2013 - 2014

- Observe patients, charting and reporting changes in patients' conditions, such as adverse reactions to medication or treatment, and taking any necessary action
- Answer patients' calls and determine how to assist them
- Measure and record patients' vital signs, such as height, weight, temperature, blood pressure, pulse, and respiration

#### Chicago Hospital Chicago, IL Licensed Practical Nurse (LPN)

2012 - 2012

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[Enter Job](#)


## Score & Optimize Resume

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Update Suggestions

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### Focus Resume

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#### Licensed Practical Nurse (LPN)

- Sterilize equipment and supplies, using germicides, sterilizer, or autoclave
- Set up equipment and prepare medical treatment rooms
- Experience with: Canes, Glucometers, Lancets

### ABC Rehabilitation and Nursing Chicago, IL

2010 - 2012

#### Licensed Practical Nurse (LPN)

- Administer prescribed medications or start intravenous fluids, noting times and amounts on patients' charts
- Observe patients, charting and reporting changes in patients' conditions, such as adverse reactions to medication or treatment, and taking any necessary action
- Answer patients' calls and determine how to assist them
- Measure and record patients' vital signs, such as height, weight, temperature, blood pressure, pulse, and respiration
- Provide basic patient care or treatments, such as taking temperatures or blood pressures, dressing wounds, treating bedsores, giving enemas or douches, rubbing with alcohol, massaging, or performing catheterizations
- Work as part of a healthcare team to assess patient needs, plan and modify care, and implement interventions
- Supervise nurses' aides or assistants
- Sterilize equipment and supplies, using germicides, sterilizer, or autoclave



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Wood River,...

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Content Suggestion (Beta)

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feedback

Work Experience

Title

Licensed Practical Nurse (LPN)

Organization

ABC Hospital

• Observe patients, charting and reporting changes in patients' conditions, such as adverse reactions to medication or treatment, and taking any necessary action

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• Measure and record patients' vital signs, such as height, weight, temperature, blood pressure, pulse, and respiration

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From

January

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Until

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City / Town

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IL

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Update Suggestions

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Start New Resume

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- Sterilize equipment and supplies, using germicides, sterilizer, or autoclave

Take Tour

Wood River,...

?

Tojane.doe@gmail.com

FromJane Doe

SubjectMy resume

Attachment: Wood River, IL Foxes Grove Resume.pdf

MessageOptimized resume

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**Thank You!**

